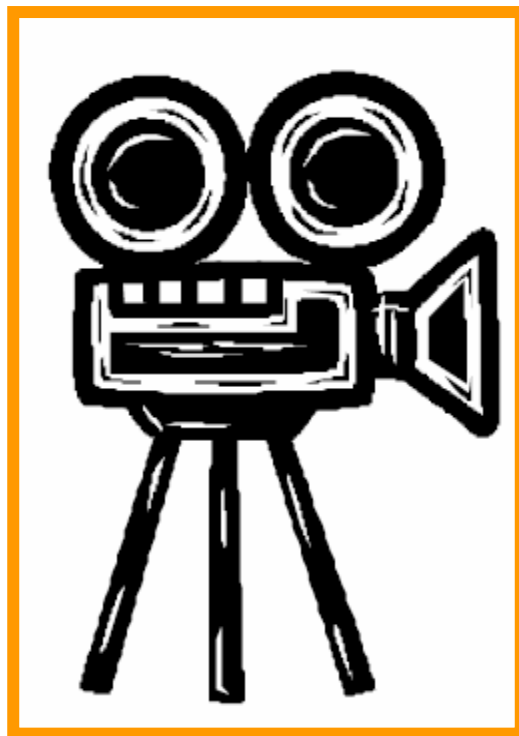




# CITY OF KERRVILLE

## Guide to Filming, Taping & Photographing



**July 18, 2007**

## **Greetings!**

Welcome to the City of Kerrville! You will find that the City of Kerrville, founded in 1889, is truly in the heart of the Texas Hill Country. With its proximity to San Antonio and Austin, Kerrville offers the opportunity to enjoy the beautiful Guadalupe River Valley, antique and contemporary shopping; and culturally rich museums and art centers.

The Kerrville area has an abundance of natural resources, history, and traditional Texas atmosphere, all of which will provide a myriad of interesting settings for your filming occasion. This Guide provides the procedures and permit fees associated with filming in Kerrville so that it may be a beneficial and enjoyable experience for all.

The City welcomes film/video/photography productions ("Productions") to this community and recognizes their potential socioeconomic contributions. The City's intent is to offer a welcoming environment and to clearly communicate the procedures and requirements to gain approval from the City for filming. To learn how a project can take advantage of the City's hospitality and commitment to a Production's success, please read the City of Kerrville's Film/Video/Photography Guide ([PDF](#)) ([HTML](#)).

The City pledges the highest quality customer service to individual producers and production companies as well as to existing citizens and businesses that may be impacted by such ventures. The City will respond to a Production's issues and requests as efficiently as possible

This Guide applies to all film/video/photography projects within the City's corporate limits with the exception of bona-fide news media coverage of breaking news, entertainment, sports, or other special events. Also exempt are individual recording or photography activities that do not utilize City property (*e.g.*, buildings, parks, streets). Exempt projects need not contact the City.

Should you have any questions, please contact:

Kerrville Main Street Program  
715 Water St.  
Kerrville, TX 78028  
(830) 792-8343

# TABLE OF CONTENTS

Applying this Guide .....	2
Philosophy.....	2
Guiding Principles .....	2
Producing in Kerrville .....	3
Production Classifications .....	4
Requirements of Low Impact Productions.....	5
Requirements of Moderate Impact Productions .....	6
Requirements of High Impact Productions .....	7
Exemptions, Waivers and Reductions.....	8
Limits of Support .....	8
Getting Started .....	8
Appendix .....	9

# APPLYING THIS GUIDE

This Guide to Filming, Taping, and Photographing within Kerrville (“Guide”) addresses film/video/photography productions (“Production”), its activities, and its impacts on the City regardless of a Production’s purpose or proposed use (see Production Classifications). It is irrelevant to the City if a Production is commercial in nature or not-for-profit; what matters is the possible impact to our citizens’ daily lives by the associated activities. Therefore, for the purpose of this Guide, a “production” includes any film, video or photographic activities based on impact and without regard to whether or not a production is commercial, educational, or professional.

This Guide does not apply to bona-fide news media coverage of breaking news, entertainment, sports, or other special events. Also exempt are individual recording or photography activities that do not utilize City property (*e.g.*, buildings, parks, streets). Exempt projects need not contact the City.

## PHILOSOPHY

In recognition of their potential socioeconomic contributions, the City welcomes film/video/photography productions into our community. And as with other civic, educational, and business efforts, the City pledges the highest quality customer service to individual producers and production companies as well as to existing citizens and businesses that may be impacted by such ventures. However, the City will not approve, agree to any permit for, and will cancel any permit for a Production which is required to comply with United States Code, Title 18, Section 2257.

## GUIDING PRINCIPLES

1. The City will strive to create an environment that fosters success for film/video/photography productions.
2. This Guide is intended to protect the safety, health, welfare, property, and the environment.
3. This Guide is intended to minimize and mitigate any impacts to citizens and businesses.
4. Any costs to the City resulting from and not offset by a clearly demonstrated economic benefit of the Production will be recovered from the Production company.
5. The City encourages all production companies to use local businesses and services as often as possible. The Kerrville Area Chamber of Commerce and the Kerrville

Convention and Visitors Bureau will assist a Production in locating appropriate businesses to support the filming production process.

6. The City reserves the right to refuse the use of any City owned property that is not generally accessible by the public. In addition, the City reserves the right to refuse the use of any City owned property for the purposes of filming nudity, excessive violence or profanity, or any other type of conduct that may be viewed as offensive within this community.

## PRODUCING IN KERRVILLE

To ensure that Productions are as positive an experience for Kerrville citizens as they are for cast and crew, all Productions must adhere to the following:

**Conduct:** We're glad you found what you were looking for in Kerrville. Show your appreciation to the citizens and businesses of our community by ensuring that all Production members follow the Code of Conduct, included in the appendix.

**Hours** – Most Production activities are allowed daily in residential and commercial areas between 7 a.m. and 11 p.m. and during regular hours of operation in the case of public buildings or parks. These activities include the arrival and departure of cast, crew, supplies, and equipment as well as actual filming/taping/photographing. However, should a Production anticipate the generation of significant noise that may be heard or felt beyond the property line, then more restrictive times may apply. These include the use of heavy equipment, amplified sound, generators, and air compressors. In some instances and where advance written approval is obtained from affected property owners, the City may grant an extension. See the attached Extended Hour Form in the appendix.

**Noise** – All sounds resulting from the Production will at all times be in compliance with the state's noise regulations (see §42.01, Tx. Penal Code). If complaints are received, the Production will work quickly and in good faith with the City and affected residents to develop and implement strategies to address the residents' concerns.

**Lighting** – Artificial lighting will be oriented away from neighboring residences and should not interfere with the safe movement of traffic and pedestrians.

**Restoration of Property** – Productions will fully restore all City property to original or better condition within 10 business days. Additionally, Production members will keep the City neat and clean by ensuring that all trash, garbage, containers, food, debris, lumber, props, sets, vehicles, and all other materials from the Production are removed from the location and properly disposed of or relocated within 24 hours of the completion of activity at that location.

**Permits and Licensing** – Film/Video/Photography entities which seek to use City property are required to apply for and then receive a Location (License) Agreement from the City. In addition, a Production may also be required to seek permission and/or apply for other types of permits issued by the City, including building, street closures, parades, and park or facility usage. The Production must also comply with all other federal and state agencies, with respect to requirements of permits or licenses.

## PRODUCTION CLASSIFICATIONS

The amount of oversight and/or resources that the City will need to devote to a Production will depend on the impact each Production has on the community: the greater the impact, the greater the necessary oversight/resources. For purposes of this Guide, impacts are classified as low, moderate or high as follows:

**Low Community Impact:** Productions described by all of the following are considered low impact:

- No exclusive or after hours use of all or any portion of City property, including a public street; and,
- No impact to normal vehicle or pedestrian movement on public streets or sidewalks; and,
- No generator; and,
- No amplified sound; and,
- 5 or fewer Production members, including talent and crew; and,
- No audience; and,
- No wild, exotic, or non-domestic animals; and,
- No pyrotechnics or other special effects; and,
- No filming/moving picture vehicles.

**Moderate Community Impact:** Productions with any of the following are considered moderate impact:

- Vehicle traffic is temporarily (up to 4 consecutive hours) interrupted on public streets outside of weekday morning and evening rush hours (6-9 a.m. and 4-7 p.m.); or,
- Pedestrian traffic is temporarily (up to 4 consecutive hours) interrupted on a public sidewalk; or,
- Exclusive use of all or a portion of a City property is required outside of normal hours of operation; or,
- A tripod or dolly is temporarily (up to 4 consecutive hours) used on and blocks safe, general access to public sidewalks or streets; or,
- Wires or cables temporarily (up to 4 consecutive hours) run across or over public sidewalks or streets; or,
- 6-10 Production members, including crew and talent, are onsite; or,
- Public parking is temporarily (up to 4 consecutive hours) impacted.

**High Community Impact:** Productions with any of the following are considered high impact:

- Vehicle traffic is interrupted on public streets for more than 4 consecutive hours or for any period of time during weekday rush hours (6-9 a.m. and 4-7 p.m.) ; or,
- Pedestrian traffic is interrupted on a public sidewalks; or,
- Exclusive use of all or a portion of a City property is required during normal hours of operation, such as street closures or the exclusive use of a building or park; or,
- A tripod or dolly is used on and blocks safe, general access to public sidewalks, or streets for more than 4 consecutive hours; or,
- Wires or cables run across or over public sidewalks or streets for more than 4 consecutive hours; or,
- A generator, air compressor, or heavy equipment is used within 300 feet of a residential property line or on a public sidewalk or street; or,
- Amplified sound over 50 decibels is used; or,
- More than 10 Production members, including crew and talent, are onsite; or,
- There is an audience; or,
- Wild, exotic, or non-domestic animals are present on the location; or,
- Special effects including but not limited to pyrotechnics are used; or,
- Public parking is impacted for more than 4 consecutive hours; or,
- Filming/moving picture vehicles are used; or,
- A tent is erected or a trailer/mobile unit is temporarily staged.

## **REQUIREMENTS OF LOW IMPACT PRODUCTIONS**

Productions that meet all of the criteria for a low impact classification must address the following before beginning activities within the City:

1. Contact the Kerrville Main Street office to advise the City of your plans and give the City an opportunity to ask questions and to ensure there are no known conflicts with the schedule for or location of a proposed production.
2. Receive, review, and certify in writing that everyone involved with the Production will abide by the Code of Conduct for Film/Video/Photography Productions.
3. Determine if any type of permit or license (*e.g.*, building, street closure, parades, park or facility use) is required from the City and secure if needed.

The Kerrville Main Street office will facilitate coordination between the Production and other City departments as necessary. Contacting the City as soon as possible – preferably no less than two weeks in advance – will help ensure that your Production proceeds smoothly.

# REQUIREMENTS OF MODERATE IMPACT PRODUCTIONS

*In addition to the requirements of low impact Productions, moderate impact Productions must address the following before beginning activities within the City:*

**Location Agreement** – Productions utilizing City property will need to enter into a location (license) agreement with the City that articulates the promises made to each other towards the success of a Production. The location agreement includes a daily fee for such use and oversight by the Kerrville Main Street office. Productions must keep a copy of the signed agreement with its crew while on location. The City may deny or revoke a location agreement if the applicant makes a false statement of material fact on the application or fails to comply with, or the activity is in violation of any provision of the agreement or any other applicable law. The City may also deny or revoke the agreement where the City determines that the Production and its activities pose a serious threat to the public health, safety, and welfare. See a sample location agreement in the appendix.

**Traffic Impact Statement** – Productions will need to provide the City with detailed information on how the Production may impact vehicle and/or pedestrian traffic. Based on this information, the City will determine what types of mitigation are necessary, such as signs, barricades, detours, and police officers to direct traffic. The City requires the following information:

- Which street(s) or sidewalk(s) (name, block, range/distance) will be impacted?
- Will they be totally or partially blocked?
- How many hours will they be blocked?
- Which hours of the day?
- What dates, days of the week?
- Would emergency response vehicles physically be able to pass or would a detour be necessary?

**Insurance** – Productions must provide the following amounts of insurance coverage:

- **General Liability:** \$1 million Bodily Injury and Property Damage combined.
- **Automobile Liability:** \$1 million Bodily Injury and Property Damage combined.
- **Use of explosives:** \$2 million Bodily Injury and Property Damage combined.

Productions must 1) name the City of Kerrville on the Certificate of Insurance; and 2) provide a copy of the policy(ies) to the City.

**Compensations and Reimbursement** – Productions must compensate the City for all costs related to the City's support of a Production. Depending on the Production's activities, including the use of City property and the oversight from City employees, Productions should expect to pay the hourly salaries (including overtime if necessary) of



police officers directing traffic, public works crews preparing sites, or facility staff supervising the use of City property (auditoriums, parks). Should a Production request that the City make changes to a facility such as planting more flowers or painting a wall, the Production must pay for the necessary materials and supplies.

Requests for use of City staff, vehicles, equipment, uniforms, logos, public safety patches, etc., will be considered on a case-by-case basis.

## REQUIREMENTS OF HIGH IMPACT PRODUCTIONS

*In addition to* the requirements of low *and* moderate impact Productions, high impact Productions must address the following before beginning activities within the City:

**Pre-Production Meeting** – Productions must schedule a meeting with the Kerrville Main Street staff prior to having a Production approved for locating within the City. Other City staff may attend in order to expedite the process. Some of the issues to be addressed include noise, traffic, lighting, parking, and community notification. Contacting the City as soon as possible will help ensure that a Production proceeds smoothly.

**Street Closure Procedure** – The City has a policy (Resolution 96-133) regarding the temporary closure of streets for special events within the downtown area. Production companies should submit applications within the following time frames:

- **Commercials or episodic television:** a minimum of two (2) business days prior to the commencement of filming or of any substantial activity related to the project.
- **Feature films:** a minimum of five (5) business days prior to the commencement of filming or of any substantial activity related to the project.

To request closure of SH16 (Sidney Baker St.), SH27 (Junction Highway, Main St., Broadway, Memorial Dr.) or other any other state road, a Production must first contact the Texas Film Commission, which oversees requests for use of State property for filming. The Kerrville Main Street office may assist the Production through this process. Should a Production request the closure of another city street besides those located in downtown, the City may consider such request. If the City can implement steps to mitigate or sufficiently limit the community impact, the City may charge the Production a fee for such closure and the direct costs associated with effectuating and maintaining the closure.

**Community Notification** – the City is excited to have the Production in Kerrville, and we want our residents and businesspersons to feel the same way. That's why the Production will need to follow the procedures outlined below to notify residents and businesses in areas of the community affected by the Production:

- Call the Kerrville Main Street Program office at least 5 business days prior to commencing work to confirm plans.
- Notify potentially affected properties at least 72 hours prior to commencing activities; this will help ensure that citizens have an opportunity to contact the City or a Production with questions during regular business hours.
- Distribute notices in an area not less than 1,000 feet in all directions from the prime location.
- A sample notification form is provided in the appendix. If a Production prefers to create a notice letter, it must contain all the information that is supplied on the sample form.

Please note that failure to properly notify residents or to make reasonable accommodations to mitigate a Production's impact on a neighborhood or business district may result in the interruption in a Production's activities.

## **EXEMPTIONS, WAIVERS AND REDUCTIONS**

The City recognizes that each Production has its own unique challenges; thus, the City is happy to discuss any issues a Production may have with meeting specific requirements in this Guide. In every case, the City is committed to doing all that it can to ensure a Production's success, and in many cases, the City has the flexibility to come up with solutions to support that commitment. Contact the Kerrville Main Street Program office to discuss your case one-on-one.

## **GETTING STARTED**

Again, Productions should read this Guide and determine how it applies to the Production. Following this review, please contact the Kerrville Main Street office to begin the process of responding to your request.

Mindy N. Wendele  
 City of Kerrville Main Street Program  
 800 Junction Hwy.  
 Kerrville, TX 78028  
 (830) 792.8343  
[Mindy.wendele@kerrvilletx.gov](mailto:Mindy.wendele@kerrvilletx.gov)

# APPENDIX

Code of Conduct

Sample Notification Letter

Sample Location (License) Agreement

Sample Extended Hour Form

Fee Schedule

## **CITY OF KERRVILLE CODE OF CONDUCT FOR FILM/VIDEO/PHOTOGRAPHY PRODUCTIONS**

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**To production companies:** Building and maintaining good relationship with each other is a key element in ensuring a positive experience for you in our community. As guests here, we appreciate your treating our property and our citizens with courtesy. Thanks in advance for adhering to the following.

**To our citizens:** If you find that a Production is not following this Code of Conduct please contact the City Manager's Office at (830) 257-8000.

**Notification:** Whether filming/taping/photographing in a neighborhood or business district, please provide proper notification to each merchant or neighbor who is directly affected by the Production activities (including, parking, base camps, and meal areas). The notice must include:

- name of company
- name of the Production
- kind of Production (*e.g.*, feature film, TV commercial, magazine spread, etc.)
- type of activity and duration (*i.e.*, times, dates, number of days, including prop and strike)
- company contact (first assistant director, unit Production manager, location manager)
- name and telephone number of City's Main Street Program Department

This Code of Conduct must be attached to the notice that is distributed to the neighborhood and/or businesses.

1. Production vehicles arriving on location in or near a residential neighborhood should enter an area no earlier than 7 a.m. unless otherwise approved by the City in writing. Park one-by-one, turn off engines as soon as possible and observe designated parking areas.
2. Please ensure that all members of the production company at the location have with them photo identification.
3. Do not move or tow any non-Production vehicle without written authorization from the City or the registered owner of the vehicle.
4. Unless you have the permission of the property owner, please do not park Production vehicles in or block driveways.
5. All members of the production company at the location should stay in the immediate, designated area. Eat within the designated meal area during

scheduled crew meals, and properly dispose of all trash upon completion of the meal.

6. Unless approved in writing in advance by the City or property owner, please do not remove, trim or cut trees or vegetation.
7. Please remove or replace any signs erected or removed for filming purposes immediately upon completion of the use of that location.
8. Please keep noise levels as low as possible.
9. Please ensure that all clothing displays common sense and good taste.
10. Do not display signs, posters, or pictures on vehicles that do not reflect common sense or good taste.
11. Please stay off and out of other neighbors' or merchants' properties. Remain within the boundaries of the property that has been approved to serve as the location by the City.
12. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.
13. Observe designated smoking areas and always extinguish and dispose of smoking materials properly.
14. Please keep lewd or improper language out of earshot of the public.

The City appreciates your cooperation with and adherence to this Code of Conduct.

# **SAMPLE NOTIFICATION LETTER**

*REQUIRED FOR ALL HIGH IMPACT PRODUCTIONS*

## **WE'RE GOING TO BE PRODUCING IN YOUR NEIGHBORHOOD.**

**WHO:** *ABCD Productions*

**WHAT:** *Television Commercial*

**WHERE:** *800 Junction Highway*

**DATE(s):** *March 15, 200\_\_*

**TIME(s):** *2 – 10 p.m.*

### **DESCRIPTION OF ACTIVITY:**

*Woman and man will pull up in car in front of home. Band will come marching down the street.*

### **OUR ACTIVITIES WILL AFFECT YOUR NEIGHBORHOOD:**

*We are asking residents to please not park on Lois Street during the times noted above. Barricades will indicate the hours of restricted parking. If this will pose any problems for you, please call our office as soon as you receive this notice. We understand this is an inconvenience for you and appreciate your cooperation. The City of Kerrville will hold traffic intermittently for 1 - 3 minutes for some shots.*

*We are working through the City of Kerrville's Main Street office (792-8343) to secure permits, off-duty police, and all the assistance needed to make our job go quickly and smoothly.*

*If you have further questions, please contact me directly at (\_\_\_\_) \_\_\_\_-\_\_\_\_.*

*Thank you for your patience and support of our industry's work in your community.*

*Frank Cappa*  
*Locations Manager*

*C: Kerrville Main Street office*

# SAMPLE CITY OF KERRVILLE LOCATION (LICENSE) AGREEMENT

*A signed copy to be kept with the crew on location in Kerrville*

This Location (License) Agreement ("Agreement") to Use City Property is entered into by and between the City of Kerrville, a Texas home-rule municipal corporation, whose address is 800 Junction Highway, Kerrville, TX ("Licensor") AND \_\_\_\_\_, a \_\_\_\_\_ whose address is \_\_\_\_\_ ("Licensee").

**WHEREAS**, Licensor owns and/or operates the following property:

***PLACE NAME, TYPE OF FACILITY, ADDRESS, DESCRIPTION  
OF PHYSICAL LOCATION HERE***

**AND WHEREAS**, Licensee desires to use the property described above for certain filming, taping, or photography purposes ("Location"); and

**WHEREAS**, Licensor has a "*City of Kerrville Film/Video/Photography Guide*" that Licensor uses to set the parameters for Production activities within the municipality, including use of municipal property for filming and photography purposes; and

**NOW THEREFORE**, the parties agree as follows:

1. Licensor hereby licenses Licensee, its employees, directors, contractors and agents the privilege to enter and use the Location for the purpose of making sound recordings and photographing, filming and/or taping a Production (the "Shooting") on \_\_\_\_\_ and continuing until \_\_\_\_\_ ("License Period" or "Expiration Time"). The parties agree that this license is subject to the following:
  - Licensor will strive to create an environment that fosters success for the Licensee's Production activities.
  - Licensee shall be responsible for assuring that safety, health, welfare, property, and the environment will be protected.
  - Licensee shall be responsible for seeing that impacts to existing citizens and businesses will be minimized and mitigated
  - Costs, including cost related to the use of its own labor, to the Licensor resulting from and not offset by any economic benefits of the Production will be recovered from Licensee.

Licensee may bring necessary personnel, equipment, vehicles and temporary sets on to Location provided such numbers of personnel and vehicles and size and numbers of equipment and sets are reasonable given the physical constraints of the Location and term of this License. Should any event of force majeure occur including illness of actors, director or other essential artists and crew, weather conditions, strike, defective film or equipment or other occurrence beyond Licensee's control that interferes with the Shooting, upon Licensee's providing advance notice to Licensor, the dates shall be postponed to a date and time determined by mutual consent.

2. In return for this permission to use City property, the City may require a daily filming fee of \$300.00. Prior to the execution of this Agreement, Licensee shall estimate the number of days that it intends to film, and thereafter pay this amount to the City. Should filming end up being less than the anticipated number of days, City shall immediately refund any such amount to Licensee. Where Licensee films beyond the estimated number of days and continues to utilize City property, Licensee shall pay City at the end of each week, said week ending on Friday.
3. Licensee shall remove all personal property including equipment, temporary sets, containers, vehicles and all garbage and debris from the Premises immediately at the end of the License Period and shall leave the Location in as good condition as when entered upon by Licensee. Licensee may remove or change signs at the Location only upon the written permission of Licensors and upon such conditions as Licensors may impose. Such conditions may include the requirement that only Licensors personnel remove or replace such signs and that the Licensors are compensated for their time. Licensee will use all due care to prevent damage to the Location and will indemnify and hold Licensors harmless from any damages, costs or losses arising out of Licensee's activities at the Location.
4. If Licensee requires use of the Location for additional Shooting related to this License, Licensors agree that it shall work with Licensee to identify dates and times that are mutually agreeable to the parties. Such reentry shall be subject to the terms of this License.
5. All rights of every kind in and to still pictures, motion pictures, videotapes, photographs, digital recordings, and sound recordings ("Recordings") made of or at the Location by the Licensee shall be and remain solely and exclusively the property of Grantee and its successors, assigns and licensees. Licensee is not obligated actually to use the Location or to include any Recordings in any motion picture or other project.
6. The Licensors warrants and represents that it has the full right to grant this License and enter into related agreements and has secured any and all permissions of any other party required in connection with the undertaking contemplated with the exception of permissions from artists to represent or reproduce their audio or visual works. In such circumstances where the event location includes fine or performing arts, it is the responsibility of the Licensee to secure any necessary legal permissions.
7. Licensee is responsible for its conduct and the conduct of its officers, employees, directors, agents and contractors (jointly "Licensee Agents"). Licensee agrees that Licensee Agents shall abide by all sections of the City of Kerrville Film/Video/Photography Policy, including but not limited to the Code of Conduct, which is attached hereto and incorporated herein by reference.
8. RESERVED FOR REIMBURSEMENT/COMPENSATION LANGUAGE AS NEEDED.
9. RESERVED FOR INSURANCE REQUIREMENT LANGUAGE AS NEEDED.
10. Production activities in residential areas are prohibited between the hours of 11 p.m. and 7 a.m., unless agreed to by the City, and after notification of affected parties. Licensee shall comply with all applicable noise regulations. Lighting for filming shall be oriented away from neighboring residences and should not interfere with the safe movement of traffic and pedestrians.



11. This License contains the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes all oral or written communications and any prior agreements between parties relating hereto. All changes or additions to this Agreement, in order to be binding, must be in writing and signed by both parties hereto.
12. The City may deny or revoke an Agreement if the applicant makes a false statement of material fact on the application or fails to comply with the terms of this contract, or the activity is in violation of any provision of the Agreement or any other applicable law. The City may also deny or revoke the Agreement where the City determines that the Production and its activities pose a serious threat to the public health, safety, and welfare.
13. The undersigned represent and warrant that they have the full authority to execute this License.

ATTACHMENT

LICENSEE

By: \_\_\_\_\_

[SEAL]

Attest:

\_\_\_\_\_

City of Kerrville

By: \_\_\_\_\_  
City Manager

## CITY OF KERRVILLE SAMPLE EXTENDED HOUR FORM

DATE \_\_\_\_\_

Dear Kerrville Citizen:

As you probably know, Kerrville is a wonderful town. Because of this, we've chosen it as the backdrop for part of a film/video/magazine shoot we're producing.

Some of the work we'll be doing will occur near you – at 800 Junction Highway. Our proposed production date is Monday, March 15, 200\_. While most productions in Kerrville are limited to the hours of 7 a.m. to 11 p.m., we have some special needs that will require us to begin a little earlier and/or end a little later than this. Specifically, on March 15, 200\_, we will be in your area from approximately 5 a.m. to 12 midnight.

**(Describe here exactly how the neighborhood will be affected.)**

We've been working very closely with the City Manager's office to ensure that our work has as little impact on you as possible. We will make every effort not to disturb you and will follow the Code of Conduct that's attached.

We appreciate your hospitality and cooperation while filming on your street and in your neighborhood.

John Smith  
Location Manager  
ABC Services  
Voice \_\_\_\_\_  
Pager \_\_\_\_\_  
Cell \_\_\_\_\_

<b>I DO NOT OBJECT</b> to the request.	<b>I OBJECT</b> to the request.
<b>Signature:</b>	<b>Signature:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b> <b>E-mail:</b>	<b>Telephone:</b> <b>E-mail:</b>

Production activity in residential areas is normally permitted between the hours of 7 a.m. and 11 p.m. When a Production activity is absolutely necessary before or after these hours or to film/videotape/photograph at one location for more than a few days, the City requires the production company to survey the neighborhood. This survey will be used to assist the City in evaluating the potential disturbance to your neighborhood. If you have any concerns about this Production or the permitting process, please call the City of Kerrville's Main Street Department at (830) 792-8343.